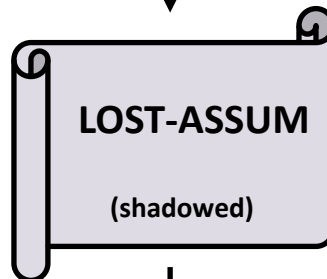
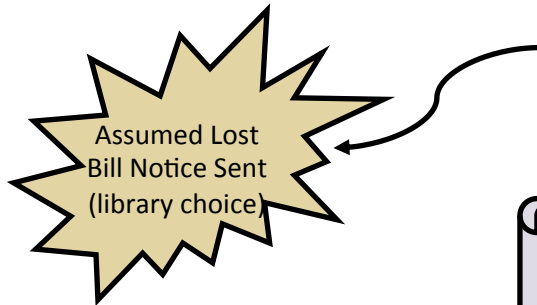


Assumed Lost Report (AL)

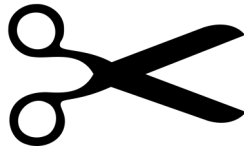
30/60/90 days from due date (library choice)

Usually run weekly (Public Libraries)

Can be run quarterly or at the end of the school year
(School Libraries)



- Connection between item and patron is cut.
- Patron bill now says LOSTX and the fine amount.
- Item information remains in the Extended Info Tab of the User Record.

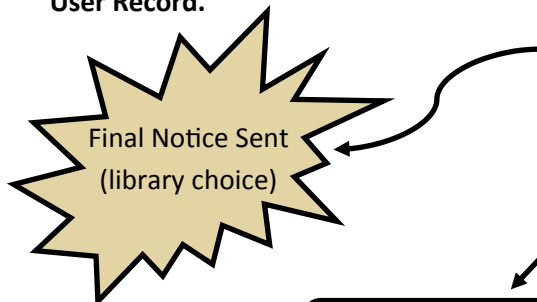


Process Long Overdue Report (PLO)

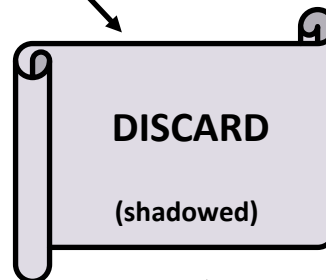
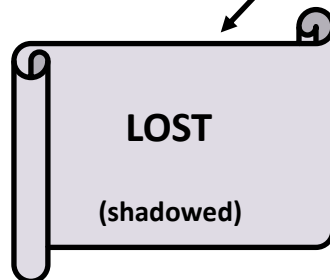
90/120/180 days from due date (library choice)

Runs monthly (Public Libraries)

Can be run quarterly or at the end of the school year
(School Libraries)



Library Choice



- Request a list LOST report to be run on the 6th of the month.
- Manually DISCARD, delete, or reorder items.

- Item is discarded in the monthly DISCARD report on the 1st of the month.
- A list DISCARD report can be requested before the items are removed.